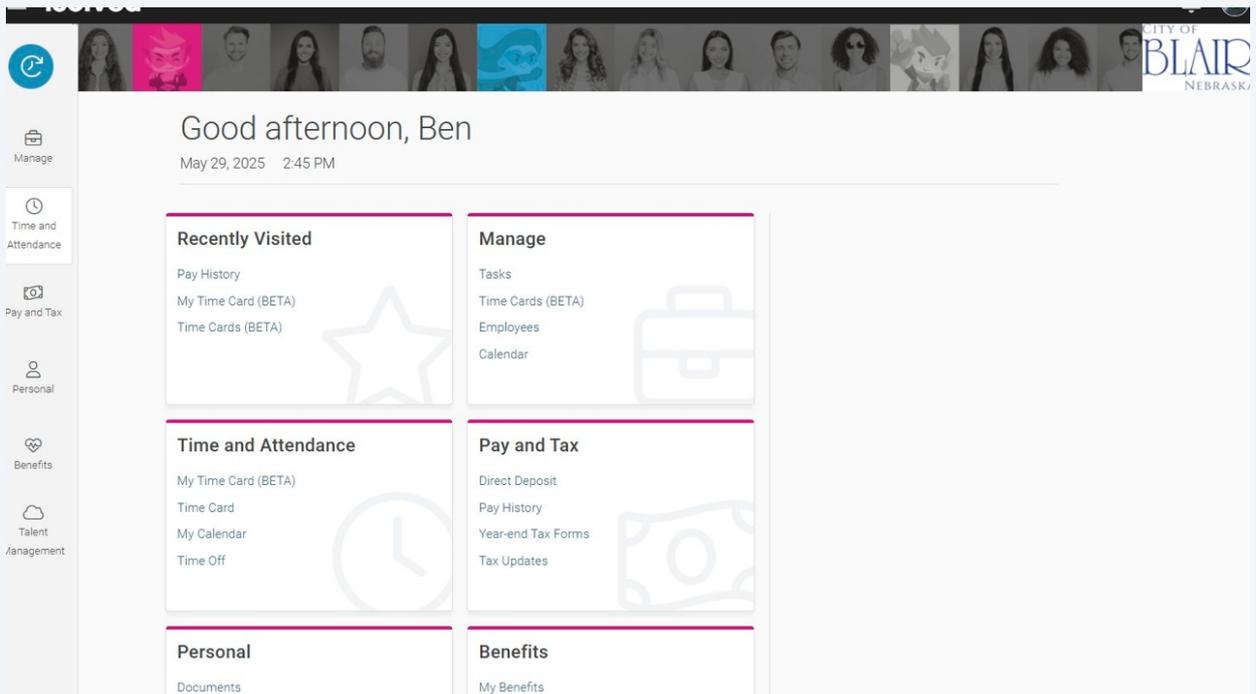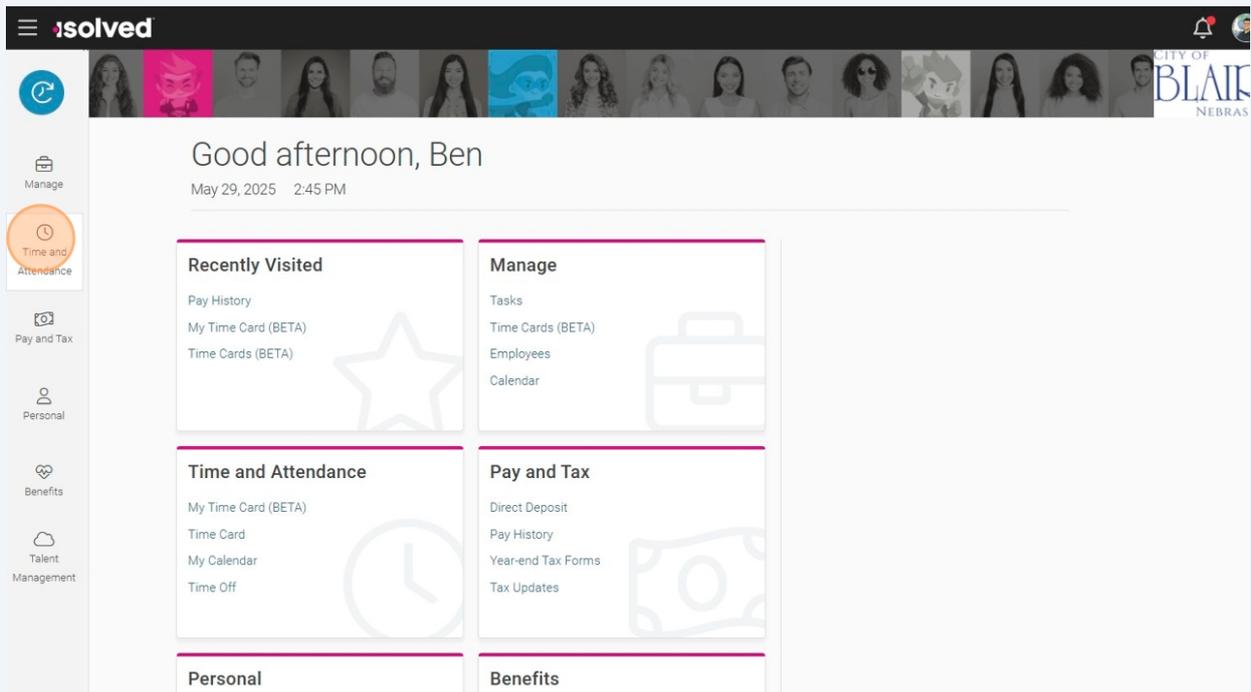# How To Add an Adjustment For Long-term Volunteer Time

This guide provides a step-by-step process for adding adjustments for long-term volunteer time.
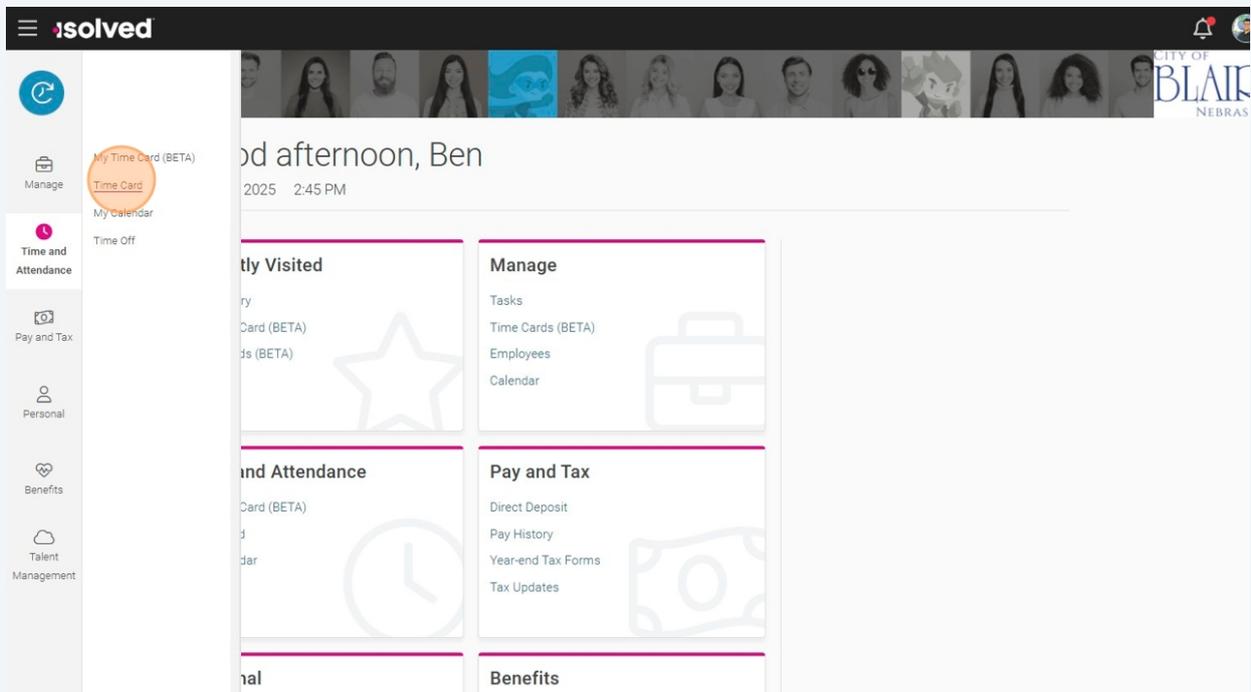
1 Navigate to **https://aee.myisolved.com** and login.

2 Click "Time and Attendance".

3 Click "Time Card".

4 Click this arrow on "Add Record".

5 Click "Adjustment".

6 Enter the "Date".

7 Click the dropdown under "Adjustment" and select "Volunteer Time".

8 Click "Select"

9 Click the dropdown under "Type" and select "Hours/Units".

10 In the "Amount" field is where you will enter a "1". Please be careful to only enter the number "1".

11 Within the "Notes" field, enter the organization you are serving with.

12 Click "Save"

13 To verify that your time was captured correctly, navigate to the date you entered and open the dropdown for the day. It will show an icon on the righthand of the day as well as seeing "1 hour" of Volunteer Time.

14 You can also verify by looking under the "Summary" section of your timecard and it will show 1.00 hours next to "Volunteer Time".